

Massachusetts Office for Victim Assistance
Antiterrorism and Emergency Assistance Program (AEAP)

Frequently Asked Questions

1. Do you specify an estimated value for this procurement?

The estimated value is \$50,000.00.

2. Is the estimated value of \$50,000 for a 1 year or a 2.5 year agreement?

The estimated value is for a 2.5 year agreement.

3. The RFR designates \$50,000 for this position but does not specify the number of hours/week that the consultant will be available for this position. Can you provide me with this information?

It is anticipated that the number of hours per week will vary greatly. It is our expectation that any prospective consultant map out a plan to achieve the broad deliverables identified in the RFR within his/her application.

4. Can you provide me with the names of any agencies that are currently working on this RFR?

We do not maintain a list of prospective applicants. We welcome collaboration on this project, and you may request the names on the mailing list for the Marathon Bombing Continuum of Care working group from Norvalett Payne, MOVA Office Coordinator, at norvalett.payne@state.ma.us.

5. Can an individual become a state vendor, and if so, where do I find the requirements and application form?

Yes, an individual can become a state vendor. In this instance, if the successful applicant is not already a state vendor then the paperwork would be completed upon contracting. Generic information regarding vendors can be viewed at <http://www.mass.gov/osc/guidance-for-vendors/>.

6. Is there a location off Comm-PASS where the RFR, application, and answers to questions are posted?

Yes, please visit the MOVA website at:
<http://www.mass.gov/mova/grants/antiterrorism-emergency-assistance-program/>

7. Is the Standard Contract Form due at proposal submission or post award? In addition, could you please provide a copy of or a link for the Standard Contract Form?

The Standard Contract Form is not due at the time of proposal submission. The candidate selected by MOVA for the Behavioral Health Consultant will receive some documents from MOVA by email to include the Standard Contract Form. This form will then need to be completed and returned by mail with a wet ink signature. MOVA's Executive Director will then sign it, and the contract will be in effect. The successful candidate will then receive an electronic copy of the contract form with both parties' signatures.

An example of the form can be found here:

<http://www.mass.gov/dor/docs/dor/ust/forms/standard-contract-form.pdf>

8. Do you have an anticipated decision date for the applications? Do you have any updated information regarding an anticipated start date for the contract?

We haven't formulated a decision date for applications. The applications are due on March 14. We anticipate approximately 2 weeks to review, and our intent is to contract with the successful candidate as soon as possible after review. The anticipated start date for the contract will depend upon budget negotiations.

9. On the application document, is it possible to cut and paste info from a Word document into the Organizational Background boxes or must it be hand typed directly into the box?

You can copy and paste from a Word document into the boxes on the application.

10. On the application document, do the Organizational Background boxes expand?

No, the boxes do not expand; your response is limited to the size of the box.

11. Must the electronic application be completed and submitted all at once, or can material be entered and saved until final submission?

The electronic application can be saved in order to be worked on gradually before final submission.

12. Can the hard copy include additional information that does not fit into the boxes of the electronic version?

No. The electronic and hard copies need to match, with the exception that the hard copy must include a wet ink signature.